

Assistant Director for Operations

1 November 1950

FOIAb3b1 Chief [REDACTED]

FOIAb3b1 Comments on Management Staff Study of Administrative Staff, [REDACTED]
FOIAb3b1 [REDACTED] Office of Operations

- REFS : a. Memorandum to ADO from Chief, [REDACTED] dated 13 September 1950, subject: [REDACTED] Administrative Staff
- b. Memorandum to ADO from Management Officer dated 12 October 1950, subject: Management Staff Study of Administrative Staff, [REDACTED] CO, and official routing slip to Chief, [REDACTED] from ADO dated 26 October 1950 attached thereto

1. Findings

a. Paragraph 1 b, Reference b. All field administrative personnel have been oriented in the Departmental Office either prior to field assignment or during periods of home leave. The capability of effecting such exchanges between field and departmental offices has been extremely limited due to the number and grades of the personnel authorized by the present T/O and was one of the reasons for requesting a T/O increase. In addition, obtaining personnel who are qualified for and desirous of field assignments and at the same time willing to accept the grades authorized in the present T/O has been extremely difficult.

b. Paragraph 1 c, Reference b. [REDACTED] has emphasized the concept of maximum service to the [REDACTED] in order to avert a deterioration of morale and to maintain unity of purpose. Dispersal of interest and low morale are believed to result from insistence of self-sufficiency at field installations. However a greater use of the authority granted to make local purchases should and will be made and simplification of procedures such as requiring [REDACTED] to prepare requisitions on the proper form, which has already been in effect for approximately one year, will be emphasized.

c. Paragraph 1 d, Reference b. Concur.

2. Recommendations

- a. Paragraph 2 a, Reference b.
- b. Paragraph 2 b, Reference b.

Continuation No. 90
No Change in Class. X
Class. Changed to: TS
Next Review Date: 1959
Auth: [REDACTED]
Date: 5-22-77
By: [REDACTED]

c. Paragraph 2 c, Reference b. Concur. However it is doubtful that most records being kept and reports being rendered by [REDACTED] will lend themselves to machine records.

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d. Paragraph 2 d, Reference b. [REDACTED] comments on the 5 October 1950 memorandum from the Management Officer to the Chief, Administrative Staff, were submitted to the ADO by memorandum dated 11 October 1950, subject: Possible Assistance to Administrative Staffs of OO.

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e. Paragraph 2 e, Reference b. The addition of a GS-4 Clerk-Stenographer to the T/O will materially aid the operations of the Departmental Administrative Office. However it will not solve the problems of special or non-routine tasks, rotation of personnel to field assignments, establishment of cost accounting systems, etc. A GS-11 Administrative Officer is also urgently needed and it is the opinion of this office that further experience to determine the need for this position is not required.

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[REDACTED] hmq